



## **GUIDELINE FOR MAKING A DEPUTATION TO THE ACCESSIBILITY ADVISORY COMMITTEE**

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Deputations and those wishing to present on a matter may address the Committee by requesting, in writing by Monday 12:00 noon, one week prior to the Accessibility Advisory Committee meeting, that the Recording Clerk place their name and topic on the agenda as a deputation or presentation. Such requests shall state the nature of the matter to be brought before the Committee and be accompanied by a summary detailing the matter. If information is to be presented digitally, it must accompany the request.

### **Helpful Hints for Your Deputation**

- Each deputation should be no longer than ten (10) minutes. You may want to have speaking notes to ensure that you are able to effectively utilize the allotted time.
- Introduce yourself and explain the purpose of your deputation.
- If you represent a group, explain a little bit about the group and their mandate.
- Be sure to present your information through the Chair.
- If you have written material that you wish the Members to have for the meeting, it should be provided to the Recording Clerk by noon on the Monday, one week prior to the meeting for the agenda package.
- If there is a PowerPoint presentation, it must be provided to the Recording Clerk by noon on the Monday, one week prior to the meeting.
- If you are bringing handout material for distribution, you will require eleven (11) copies to be provided at the meeting.
- Be prepared for questions at the end of your deputation as Members may be looking for additional information on your request or the activities of your group; and
- Be respectful of everyone in attendance including the Committee, the public and staff and obey the rules of procedure or the decision of the Committee.

The attached Request for Deputation form is available to assist you in the planning and coordination of your scheduled appearance before the Committee. If you have any questions, please contact Cayla Reimer, Committee Coordinator by email [creimer@clearview.ca](mailto:creimer@clearview.ca) or (705) 428-6230 ext. 254.

**ACCESSIBILITY ADVISORY COMMITTEE  
REQUEST FOR DEPUTATION**

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Name of Person to Make Presentation: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Tel #: \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Date Requested: \_\_\_\_\_

Subject Matter: \_\_\_\_\_

Brief Description of purpose of Deputation:

**I will have a presentation:**

For handout at the meeting Yes (11 copies required)

PowerPoint Yes (will be included in the Agenda package)

An outline of your delegation and/or PowerPoint presentation is to be emailed to the Committee Coordinator, Cayla Reimer creimer@clearview.ca no later than Monday - **one week prior** to the Committee Meeting.

This request form is for internal use only and will not form part of the public record. A separate summary or presentation must be provided for the agenda package, which will form part of the public record.

**Notice with respect to Collection of Personal Information**

This information is collected under the legal authority of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended. The information will be used to provide information with respect to deputations made before the Accessibility Advisory Committee at their scheduled meetings. Personal information will be disclosed to the Clerk's Department in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56 as amended. For more information, please contact Cayla Reimer, Committee Coordinator (705) 428-6230 ext. 254.